Business Gateway Advisory Group Meeting Notes
May 10, 2006

Participants:
Shivani Desai, Program Manager
Nancy Sternberg, USDA
Megan Davis, USDA
Gordon Keller, DOC
Sharon Hopkins, DOD
Neil Sattler, DoEd
Bernie Gordon, DOI
Barbara Bingham, DOL
Steven Lott, DOT
Carolyn Scully, EPA
Joe Sierra, EPA
Nate Zuckerberg, GSA
Christine Liu, SBA
Glynis Long, SBA
Gladys Myatt, Treasury
Lynn Kopala, USAID
Erica Youngman, USAID

Mardel Hall, SBA
Joyce Hardy, SBA
Jiyoung Chung. BG PMO
Cameron Hogan, BG PMO
Franklyn Matthews, BG PMO
John Bryant, Ambit Group
John Gregory, M2
Yash Shah, OMB Representative
Tim Wang, OMB Representative
Keith Belton, OMB Representative
Lynne Smith, Unisys
Phone participants:
Allan Reid, DOI
Cesar DeGuzman, DOL
Carole Campbell, SSA
Jack Stoute, HHS
Kelly Wong, HUD
Phyllis Gattos, Treasury

Meeting Time and Location
Wednesday, May 10, 2006, 10:00am – 11:30am
Small Business Administration, 2nd Floor Eisenhower Conference Room

Agenda
- PROJECT MANAGEMENT REVIEW:
    - Welcome New SBA CIO
    - Welcome New Deputy Program Manager
    - MOU Update
    - Reprogramming Update
    - FY08 Funding Model Recommendation
- PROJECT STATUS:
    - FY06 Data Call
    - FY06 Data Call Validation Process
    - SBPRA Point of Contact (POC) Validation
    - Forms/ROCIS Integration
    - Forms Catalog Update

PROJECT MANAGEMENT REVIEW:
- **Farewell to Program Manager Shivani Desai** - Stephen Galvan said farewell to Program Manager Shivani Desai, who will become a Business Specialist at an SBA Field Office in Arizona. Many thanks to Shivani for the significant contribution and leadership she has provided to Business Gateway.
- **New Business Gateway Deputy Program Manager** - Stephen Galvan also welcomed Nancy Sternberg, USDA, who will join SBA as Business Gateway's Deputy Program Manager for Business Gateway starting Monday, May 22, 2006. Nancy brings significant Business Gateway and e-Gov experience, which will ensure a smooth transition.
- **New SBA CIO** - SBA also welcomes its new CIO, Christine Liu, who comes from the Department of State, where she served as Chief Knowledge Officer and Acting Deputy Chief Information Officer.

- **MOU/ Reprogramming Update** – BG has completed MOUs and transferred funds for 16 agencies. Outstanding agencies are due to reprogramming requirements.
- **FY08 Funding Model Recommendation** – BG will recommend last year's allocation model updated with enacted FY 06 data to the Governance Board, May 11, 2006, for a vote. Throughout FY 07, BG will gather data to consider for a fee-for-service model. These are not the metrics that will necessarily factor into the model – they are a comprehensive list of metrics BG will track in order to determine which metrics make the most sense to include in the future fee-for-service model.

PROJECT STATUS:
FY 06 Data Call
- BG is currently reviewing data call results for missing attributes or missing submissions. BG has developed a tool to assist with data editing. BG will contact agencies individually to validate SBPRA contacts for publishing June 28, 2006 to fulfill SBPRA statutory requirements. OMB will issue an SBPRA notice.
- Partner agencies expressed the importance of providing context around contacts and when/why to contact them, rather than just a list of names. BG will publish context.
- The contact information will be published in two places: in a specific place on the home page, and associated with specific resources.
- Agencies should respond to Nancy Sternberg, nancy.sternberg@sba.gov, regarding SBPRA contacts preferences by May 26, 2006. Some agencies expressed the following preferences in lieu of publishing just one point of contact:
  - Publish a full listing of contact information rather than just one person. One individual may not have all the answers or specific compliance knowledge. In those cases, BG recommends posting all listed contacts.
  - Post agency 1-800 numbers, whose agents are trained to field calls throughout the agency.
- OMB will provide clarity around whether there must be ONE designated contact, or whether alternate approaches, such as those discussed above, are also acceptable.
- BG will take agencies' preferences into consideration, as well as clarifications from OMB regarding the statutory requirements, and vet the proposed published format with partner agencies at the next Advisory Group meeting.

ROCIS/ICR Interface
- The purpose of integrating with the ROCIS/ICR Interface is to reduce double data entry and to ensure consistent data across ROCIS/ICR and the Forms Catalog.
- ROCIS 2.3 is planned for a July 31, 2006 re-launch.
- ROCIS creates a file of all necessary data elements for Forms Catalog to pull from.
- The XML interface is between ROCIS and the Catalog, not agencies and the Catalog.
- The ROCIS process applies to any form with an OMB control number.
- BG is coordinating to have Jacqueline Zeiher from OMB attend an Advisory Group meeting to address questions regarding ROCIS/ICR.

Forms Catalog Update
- The number of forms is stable, relatively unchanging month to month.
- The Forms Catalog will adopt the same look-and-feel as Business.gov's re-design, to be launched October 1, 2006.

Next Steps
- BG asks that Advisory Group members respond to Nancy Sternberg regarding SBPRA contacts by May 26th (nancy.sternberg@sba.gov).
- BG also asks Advisory Group members to brief their Governance Board members on the FY 08 funding model recommendation if they haven't already.